STANDARD FORM NOT 64 Approved For Release 2001/10/30 : CIA-RDP61-00017A000400120002-7 Office Memorandum • UNITED STATES GOVERNMENT

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	TO	Director	of Training		DATE:	7 December 1956
	FROM :	: Chief, JO	TP/TR hments in JOTP - Calendar Year 1		Document No. NO CHANGE in DECLASSIF	TED /
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		2. Program	The favorable repwhich resulted in:	ort by the IG on	n his survey o	of the JOT
		8.	the unequivocal a firm basis, and	recommendation the bear that the expanded.	nat it be est	ablished on
		b •	of the Junior Car	reer Development	Program.	
		c.	placing a represe in the JOTP office and to be locate bottlenecks that	ce with full auto d in the JOTP of:	nority to act fice in order	TOT. WITH
		d∙	publication of a	regulation on t	he Program.	
		e.	authorization to Program for publ	submit for pub icity purposes.	lication a bi	ochure on the
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		4. Killian	Tacit approval o	f the Program by	the represen	ntative of the
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	γ	7. EOD.	Systematic devel	lopment of a cove	er story for	all JOT's on

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- 24. Decision was reached not to employ lawyers and other technically trained individuals in the OCS Program.
- 25. To facilitate processing, arrangements were worked out with the Security Office so that the Security investigation is initiated as soon as evidence shows a candidate to be desirable and before he is brought to Headquarters for interview and pre-employment medical examination.

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- 26. Twelve JOT's have been married including the union. (Five boys and nine girls, including the were born to JOT families.)
- 27. New job descriptions have been written for all authorized positions in the Program four professional and four secretarial.
- 28. A basic curriculum of Intelligence Orientation, Intelligence Techniques, and either the Operations Familiarization or the long Operations Course, has been established for all JOT's. The possibility of adding to these courses is being considered in an effort to broaden the initial training of JOT's.
- 29. Because of the radical change in evaluations of candidates for Army OCS, we have abandoned the Army Program in favor of the Air Force Program.
- 30. The idea of sending Agency employees to their home areas or former colleges as recruiters for the JOT Program is being tried out beginning this December. We have no results as yet on these "volunteers".
- 31. As a result of the IG's report, but also because of the fewer requirements for professional personnel, an intensive attack on the recruitment of JOT's has been developed by the Office of Personnel.
- 32. Now that a number of former JOT's are in positions of responsibility, we are beginning to use these friends of the Program as supervisors of the new trainees to marked effect and mutual advantage. Increased contact and cooperation in the Operations School, and particularly have been developed to the great advantage of the Program.

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SIGNIFICANT CHANGES IN COURSES AND NEW COURSES

OPERATIONS SCHOOL

1. Clandestine Services Review

Now includes instruction on the Agency intelligence contributions which are a part of the background for decisions on national security matters.

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- 3. New Courses:
 - a. Cable Writing Refresher
 - b. Information Reporting, Reports and Requirements
 - c. Denied Area Operations Seminar
 - d. Revised CE Operations
 - e. Action Cross Training Program

SCHOOL OF INTERNATIONAL COMMUNISM AND THE USSR

- 1. Revised courses:
 - a. Introduction to Communism
 - b. World Communism now Party Organization and Operations
- 2. New courses:
 - a. Briefings on Communism for the personnel of other government agencies.

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INTELLIGENCE SCHOOL

1. Revised Courses

- a. BOC to Intelligence Orientation
- b. Intelligence Principles and Methods to Intelligence Techniques (now a familiarization course for JOTs).
- c. Instruction in Communism introduced into the Clerical Orientation instruction, touching 2,000 new employees each year.

2. New Courses

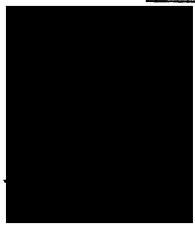
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- a. Management Conferences for Individual Offices ORR; OSI; SR.
- b. Typing for FDD translators
- c. Rhetoric Review for FDD at Building
- d. Principles of mathematics
- e. Orientations in the French Language
- f. Document Analysis Workshop
- g. Field typing course for COMMO GIs.
- 3. All courses were under revision during the year. For example, six major changes were made to the Operations Support Course.

LANGUAGE AND AREA SCHOOL

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